

How to use this journal

PA Notary Education · panotaryedu.com · Compliant with 57 Pa.C.S. § 319 and 4 Pa. Code Ch. 167

What PA law requires

RULONA 57 Pa.C.S. § 319 requires a chronological record of every notarial act. Paper journals must be bound and each entry must be permanent and tamper-evident. Electronic journals must be tamper-evident and permit on-demand inspection. 4 Pa. Code § 167.74 prohibits recording full SSN, full driver's license number, and any account number in the journal. Use partials (last 4 digits) or omit entirely.

Fields on this journal

Date / Time: Both are required. Use a 24-hour format to avoid AM/PM ambiguity.
Act Type: Acknowledgment, Jurat, Signature Witnessing, Oath, Affirmation, Copy Cert, Protest.
Document Description: e.g., 'Deed of Trust dated 3/14/2026' — enough to identify it uniquely.
Signer Full Name: As it appears on the signed document and the ID used.
ID Method: 'PA Driver License ending 1234', 'US Passport', or 'Credible Witness [Name]'.
Fee: In dollars. Record zero if waived. Travel fees go in a separate line or note column.
Signer Signature: Signer signs in your presence. This is your belt-and-suspenders proof.

When in doubt

Err on the side of more detail in the Document Description field.
If the act is performed in a different county than your commissioning county, note the venue county in the Document Description column.
Keep this journal for 10 years after the last entry, then deposit with the Prothonotary of your commissioning county (§ 319(c)).

Example of a properly filled row

Date / Time : 2026-04-19 14:32
Act Type : Acknowledgment
Document : Residential Deed, 123 Main St, Phila (dated 4/19/26)
Signer Name : John Q. Doe
ID Method : PA Driver License ending 4821
Fee : \$5.00
Signer Signature : [signed in my presence]

Common mistakes to avoid

- Recording the full driver's license number or full SSN (prohibited by § 167.74).
- Leaving the fee field blank; use \$0 or 'waived' if no fee was charged.
- Correcting an entry by overwriting. Instead, strike through, initial, and re-enter below.
- Recording in pencil or erasable ink. Use permanent ink on paper journals.
- Using the same journal after your commission lapses — close it out the day of expiry.